**FACULTY PROFESSIONAL DEVELOPMENT FUND PEDAGOGY + PRACTICE FUND**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME:** |  | **DATE:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **□ Conference or Symposium** | **Date:** |  |  | **□ Supplies or Equipment** |
| **□ Research Trip** | **Date:** |  |  | **□ Other:** |  |

**Please describe your Professional Development activities or purchases:**

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**How will you and the University benefit?**

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**Proposed Expenses + Budget:**

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| --- | --- | --- | --- |
|  |  |  | **□ Reimbursement Request**  |
|  |  | **□ Receipts to Follow** |
| **TOTAL** |  | Upon completion of PD expenditures, please submit original receipts. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Will you be absent for duty days?** | **YES □** | **NO □** |  | If yes, approval from the Dean/Administrative Supervisor is required. |
| **Will a replacement be required?** | **YES □** | **NO □** | **Approved:** |  |
|  |  | Dean/Administrative Supervisor |

|  |  |
| --- | --- |
| **Applicant Signature:**  |  |
|  | Applicant |

|  |  |  |
| --- | --- | --- |
| **PD COMMITTEE RECOMMENDATION** |  | **APPROVAL** |
|  |  |  |  |  |
| Faculty |  | Administrators |  | Vice-President, Academic + Provost |
|  |  |  |  |  |
| Faculty |  | Administrators |  |  |
|  |  |  |  |  |
| Faculty |  | Administrators |  |  |

**APPLICATION FOR PROFESSIONAL DEVELOPMENT PROCEDURES + GUIDELINES**

**HOW TO SUBMIT A REQUEST**

1. Complete, print, and sign the form.
2. Forward the form to the PD Committee (c/o Human Resources) for consideration. Examples of eligible expenditures include: purchasing any equipment such as cameras, computer, software, art supplies, books, equipment rental, studio rental and art assistants.
3. The committee will make a recommendation to the Vice-President, Academic + Provost.
4. Notification of the outcome of your application will be issued by Human Resources.
5. To claim PD related expenses:
6. If requesting reimbursement of monies already spent, please attach original receipts to your application. Human Resources will forward to Financial Services for payment.

**OR**

1. If requesting pre-approval of expenses, upon completion of PD expenditures, please submit relevant receipts with a Payment Voucher (and an Expense Claim Form for any travel costs, if applicable) to Financial Services.

**NOTE**

Receipts must be submitted within the current fiscal year and boarding passes must be submitted with travel receipts.